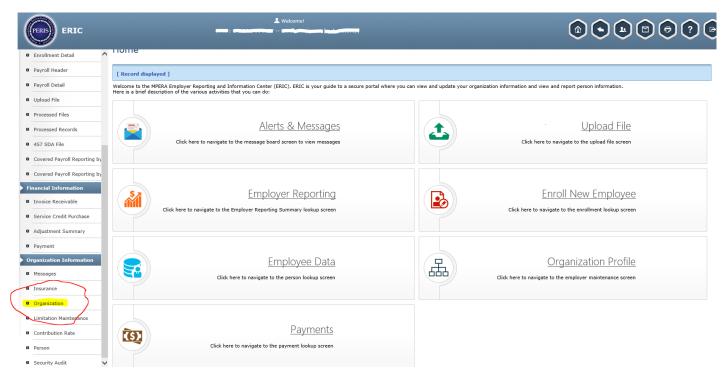
INSURANCE MANUAL

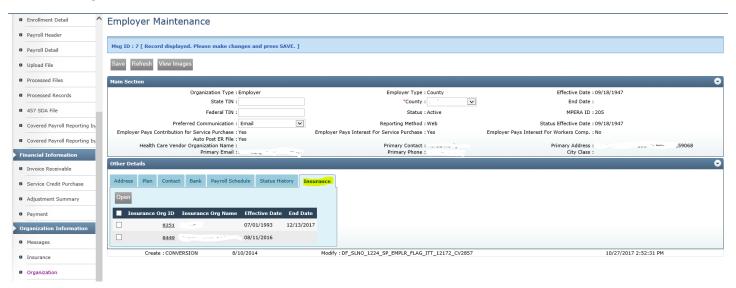
ERIC

Adding a New Insurance Rate

- 1. Sign into ERIC at https://eric.mt.gov/perisess/wfmlogini.aspx
- 2. From the left side menu bar, choose "Organization"

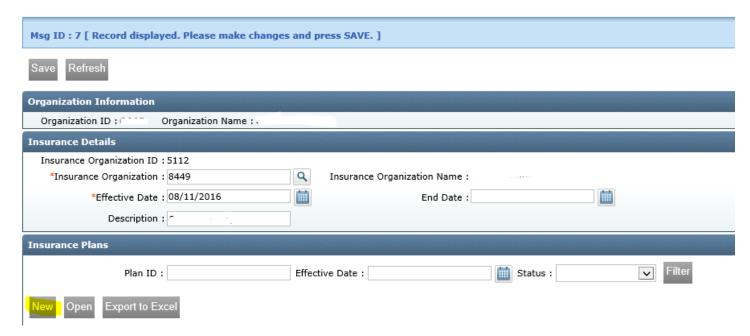


3. In the "Employer Maintenance" screen choose the tab under "Other Details" titled "Insurance" and click on the "Insurance Org ID" number

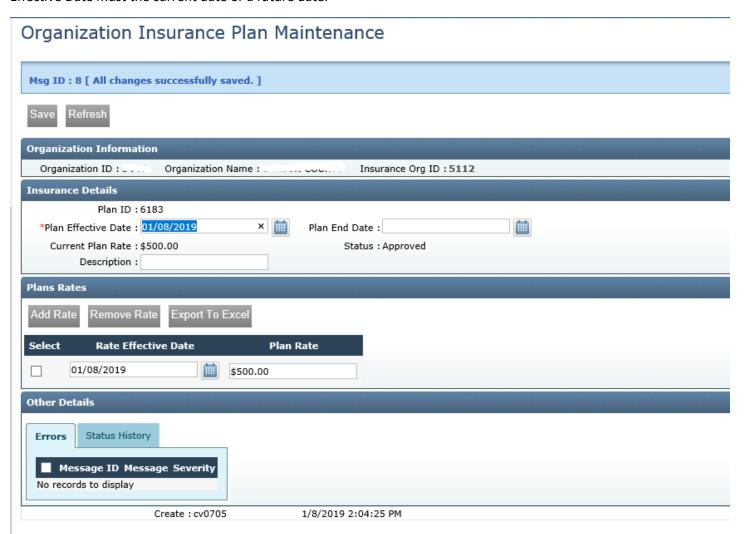


4. On the "Organization Insurance Maintenance" screen , under "Insurance Plans" click on "New"

Organization Insurance Maintenance

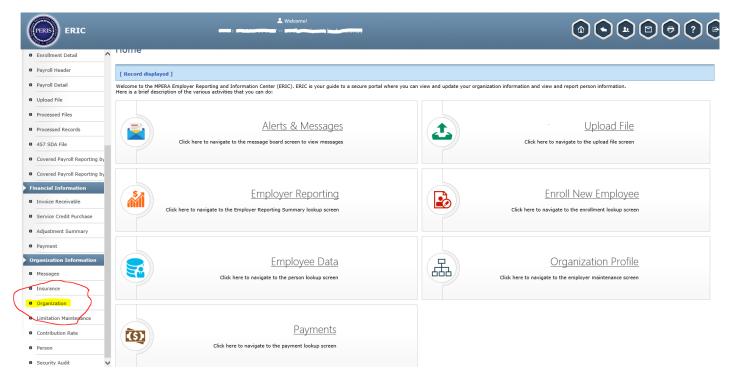


5. On the "Organization Insurance Plan Maintenance" screen enter the "Plan Effective Date" and click Save. Do not enter a "Plan End Date". A description is not required. Once you have hit save, under the "Plan Rates" section, you will choose "Add Rate". Enter the "Rate Effective Date" and "Plan Rate" and hit Save. The Plan Effective Rate and Rate Effective Date must the current date or a future date.

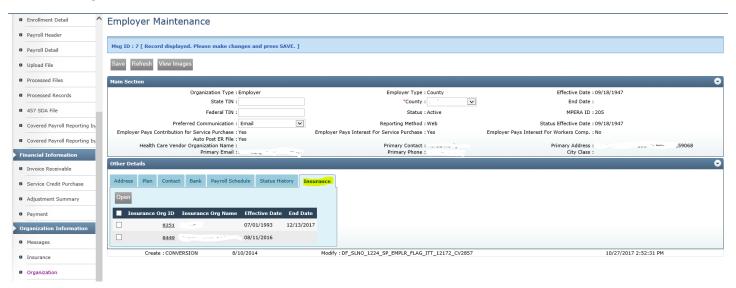


Changing an Existing Insurance Rate

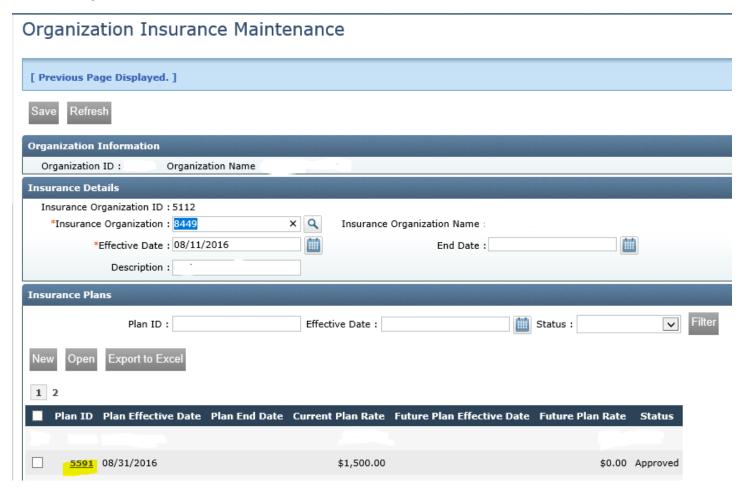
- 1. Sign into ERIC at https://eric.mt.gov/perisess/wfmlogini.aspx
- 2. From the left side menu bar, choose "Organization"



3. In the "Employer Maintenance" screen choose the tab under "Other Details" titled "Insurance" and click on the "Insurance Org ID" number

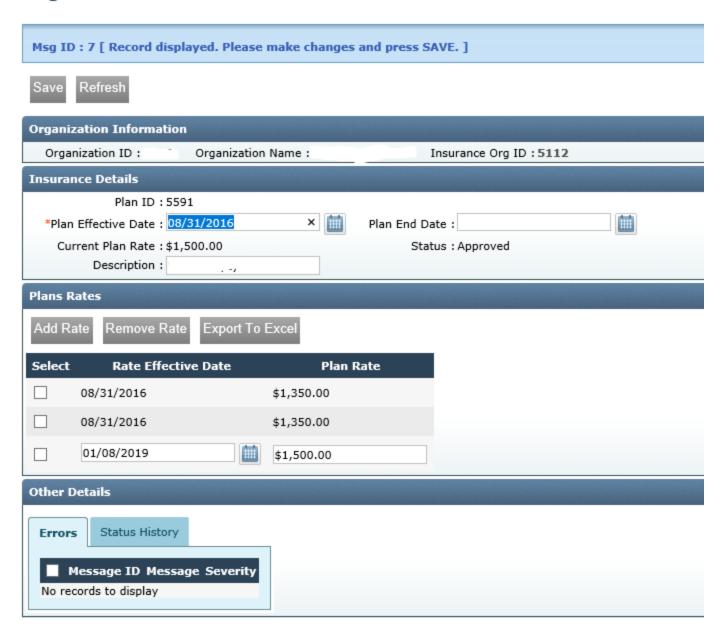


4. On the "Organization Insurance Maintenance" screen, under "Insurance Plans" click on the "Plan ID" of the rate you want to change



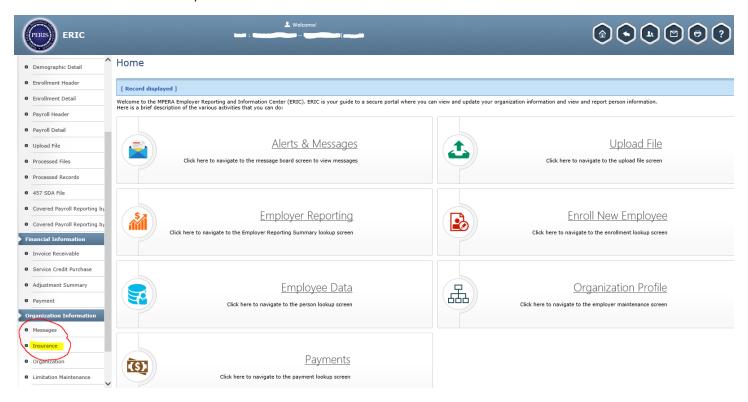
5. This will bring you to the "Organization Insurance Plan Maintenance" screen. Under "Plan Rates" choose "Add Rate". This will add another row. Enter the "Rate Effective Date" and "Plan Rate", then click Save. The Rate Effective Date must be the current date or a future date.

Organization Insurance Plan Maintenance



Adding a retiree to Insurance

- 1. Retiree and employer must first complete the "Health Insurance Authorization" form on MPERA's website at http://mpera.mt.gov/RETIREES/Retiree-Forms and send back to MPERA.
- 2. Once MPERA has received this form and a retirement application for the person, the employer can add the person to their insurance in ERIC.
- 3. Sign into ERIC at https://eric.mt.gov/perisess/wfmlogini.aspx
- 4. From the left side menu bar, choose "Insurance"

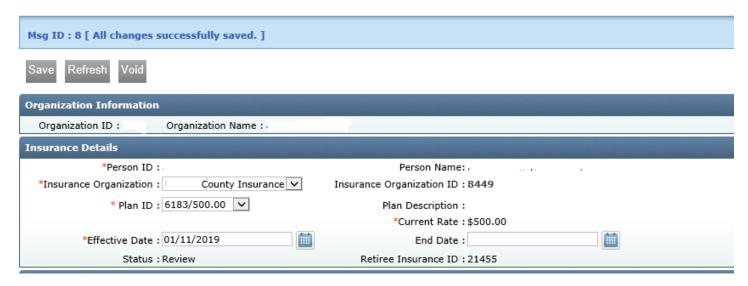


5. On the "Insurance Maintenance" screen under "Retiree Insurance Results" choose "New"

Insurance Maintenance [Record displayed] Refiresh Retiree Insurance Criteria Person ID: Q Insurance Organization: V Plan ID: V Status: V Filter Retiree Insurance Results New Open Export To Excel

6. You will be routed to the "Retiree Insurance Maintenance" screen. Enter the "Person ID", "Insurance Organization", "Plan ID", and "Effective Date", then click "Save". If you do not know the Person ID, click on the magnifying glass next to the blank space and search for the person based on the search criteria. The Effective Date must be the current date or future date.

Retiree Insurance Maintenance



7. Once the person is saved, there are no error messages received, and you have returned to the Insurance Maintenance screen the person that was added should be listed under Retiree Insurance Results and be in a "Pending Batch" status. The batch runs on the night of the 16th of each month. Any changes made after this date will not be effective until the following month.